

Supplemental Educational Services Provider Application Scoring Guide

Proposal # _____
Reviewer's Initials _____

Grand Total _____

I. A. Program Description	Quality of Evidence			
	STRONG	MODERATE	LIMITED	NONE
1. Provider's description of program clearly defines how instruction and curriculum used will impact improved student achievement in communication arts and/or math.	5-6 _____	3-4 _____	1-2 _____	0 _____
2. Provider describes clearly how the program integrates Missouri's Show-Me Standards and the GLEs into its communication arts and/or math instruction.	3-4 _____	2 _____	1 _____	0 _____
3. Provider clearly explains how its reading program integrates the five effective reading instruction components.	3-4 _____	2 _____	1 _____	0 _____
4. Provider defines the unique or effective qualities in its tutoring content or strategies that will make a difference for students not now succeeding in the regular school day.	3-4 _____	2 _____	1 _____	0 _____
5. Lesson plan is appropriate for content and grade level. Clear and strong references to curriculum and effective instructional strategies are evident.	4-5 _____	2-3 _____	1 _____	0 _____
6. - 7. Responses are provided for these questions.	1 _____			0 _____
8. Proposed student/tutor ratio and time allowed for sessions are conducive to student achievement. Hourly fee is appropriate.	3-4 _____	2 _____	1 _____	0 _____
9. – 11. Responses are provided for these questions.	1 _____			0 _____
12. – 14. Responses are provided for these questions.	1 _____			0 _____
15. Plan is in place to ensure safety of children receiving tutoring.	3 _____	2 _____	1 _____	0 _____
16. Tutors are thoughtfully and appropriately selected with some able to work with special populations, including ELL/LEP and special education.	3 _____	2 _____	1 _____	0 _____

I. A. Program Description Continued	Quality of Evidence			
	STRONG	MODERATE	LIMITED	NONE
17. If incentives are offered, they are reasonable and relate to achieving learning plan objectives. (check yes or no)	Yes _____		No _____	NA _____
18. Plan in place to help the school develop the individual Student Learning Plans and to share these plans with parents (and school staff, as needed).	3-4 _____	2 _____	1 _____	0 _____
19. If applicable, documentation submitted to verify legality of provider using software or a copyrighted program. (check yes or no)	Yes _____		No _____	NA _____
Total Points				/40
Suggestions for improvement:				

I. B. Program Description				
For on-line, web based providers only (these will be additional points for applicable applications):				
	Quality of Evidence			
	STRONG	MODERATE	LIMITED	NONE
1. – 3. Provider explains what students need to access services, and a plan is in place for students without computer and/or internet access.	3 _____	2 _____	1 _____	0 _____
4. Plan in place for orientation for school and families.	3 _____	2 _____	1 _____	0 _____
5. Plan in place for continuous on-site student support.	3-4 _____	2 _____	1 _____	0 _____
6. Documentation submitted to verify legality of provider's use of the software and/or web-based tools utilized in this program. (check yes or no)	Yes _____			No _____
Total Points				/10
Suggestions for improvement:				

II. Instructional Staff Qualifications	Quality of Evidence			
	STRONG	MODERATE	LIMITED	NONE
1. Staff qualifications are of high quality, appropriate for communication arts and/or math tutoring, and will ensure successful results.	4-5 _____	2-3 _____	1 _____	0 _____
2. Comprehensive plan in place to provide ongoing training to ensure staff will be able to offer high quality and effective tutoring services. Included is who will train and how often.	4-5 _____	2-3 _____	1 _____	0 _____
3. Plan in place to monitor and evaluate staff effectiveness.	3-4 _____	2 _____	1 _____	0 _____
4. Evidence of training of staff to work effectively with parents. Included is content of training and who provides and when.	3-4 _____	2 _____	1 _____	0 _____
5. Evidence of method in place to conduct criminal background checks on all employees before hiring and to submit results to schools.	3 _____	2 _____	1 _____	0 _____
6. Requested resumes of instructional staff submitted.	Yes _____		Partial _____	No _____
Total Points				/21
Suggestions for improvement:				

III. Research and Effectiveness	Quality of Evidence			
	STRONG	MODERATE	LIMITED	NONE
1. Provider demonstrates evidence of positive impact the program has on student achievement on state and local testing, especially for the low-income and low achieving. Also evidence of additional improved student outcomes such as attendance & behavior.	4-5 _____	2-3 _____	1 _____	0 _____
2. Minimum of 5 letters of reference submitted with specific comments relevant to the program's success. OR: 3 personal letters of reference for a new organization.	3 _____	2 _____	1 _____	0 _____
Total Points				/8
Suggestions for improvement:				

IV. Evaluation, Monitoring, Reporting	Quality of Evidence			
	STRONG	MODERATE	LIMITED	NONE
1. – 2. Provider has process in place to effectively assess and track student progress, relevant to Student Learning Plan, on an ongoing basis. Assessments used will measure the goals in the student's plan.	4-5 _____	2-3 _____	1 _____	0 _____
3. Procedure in place to report student progress to parents (in language other than English, if needed).	3-4 _____	2 _____	1 _____	0 _____
4. – 6. Plan in place to work effectively with parents so child can benefit to the fullest from these services.	3 _____	2 _____	1 _____	0 _____
7. Plan in place to track attendance and report it to parents and school.	3 _____	2 _____	1 _____	0 _____
8. Plan in place for regular reports on student progress to classroom teachers and building leaders.	3-4 _____	2 _____	1 _____	0 _____
9. Plan in place to monitor effectiveness of the provider's program as a whole and make changes as needed.	3-4 _____	2 _____	1 _____	0 _____
Total Points				/23
Suggestions for improvement:				
V. Organizational Finances	Quality of Evidence			
	STRONG	MODERATE	LIMITED	NONE
1. – 2. Provider demonstrates appropriate, sufficient evidence of organization's financial soundness and the ability to meet consumer demand for tutoring services.	3-4 _____	2 _____	1 _____	0 _____
3. Certificate of authority to conduct business in Missouri is included with application. (NA for schools)	Yes _____		No _____	NA _____
4. Explanation of pricing structure clearly details what services the fees will cover. Pricing is in line with state's recommended hourly tutoring rate.	3-4 _____	2 _____	1 _____	0 _____
Total Points				/8
Suggestions for improvement:				

Scoring Guide Totals

Total points from:

I.A. ____ /40

II. ____ /21

III. ____ /8

IV. ____ /23

V. ____ /8

TOTAL: ____ /100

I.B. ____ /10 (Additional points for Web-based programs-only)

GRAND TOTAL: _____

Check here if you had any "No" responses: _____

Overall suggestions for improvement: